



Access / Disability Services

Discussing the
Accommodation Letter

We encourage open and ongoing communication between faculty and students.



The Letter

- Accommodation letters serve as a way for the student to start a conversation with faculty.
- These ongoing discussions should improve the efficacy of the accommodations and build understanding.
- Disability may seem like a taboo topic to discuss, but the conversations are necessary to improve access.
- To help you feel more comfortable, you can use the accommodations listed on the letter as an agenda.

Access / Disability Services Accommodation Letter

TO: **Example Student** Instructors for **Fall 2023**
FR: Access / Disability Services (access@cca.edu)
RE: Academic Accommodations for **Example Student Fall 2023**

Example Student is enrolled in your course and is recognized by California College of the Arts as having a disability. Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act, as amended, assure students with qualifying disabilities the right to reasonable accommodations in college to provide them with equal educational opportunities. A "reasonable accommodation" is a modification that allows a student without altering an essential element of the college's academic program (including fundamental course requirements, standards of academic evaluation, instructors' policies regarding attendance participation, and student code of conduct).

ACCOMMODATIONS:

Access / Disability Services has reviewed this student's documentation, interviewed the student, and determined the accommodations listed below to be appropriate.

- **REGULAR CHECK-INS**
- **INSTRUCTIONS / DIRECTIONS**
- **ALTERNATIVE FORMAT FOR COURSE MATERIALS (BOOKS)**
- **AUDIO RECORDING**
- **NOTE-TAKING ASSISTANCE**
- **TESTING ACCOMMODATIONS**
- **BREAKS**
- **ASSIGNMENT EXTENSIONS or ACCEPTING PARTIALLY COMPLETE ASSIGNMENTS (up to 48 hours)**
- **ATTENDANCE POLICY MODIFICATION**

Please note that the accommodations listed above are the only accommodations that are considered mandated for the student. Instructors can adjust their academic policies to fit students' unique circumstances. Still, these adjustments are made solely at the instructors' discretion and should not alter the fundamental nature of the college's academic program or provide inequitable treatment of students.

Also, please note that the student is responsible for promptly presenting this notification to you, granting you sufficient time to provide the required accommodations. Accommodations are not to be given retroactively; feel free to consult access@cca.edu if you have questions about the timing of the student opting in.

If you have any questions about these accommodations, please email access@cca.edu. Thank you for your assistance.

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Learn more
about individual
accommodations



<https://portal.cca.edu/thriving/access-disability-services/academic-accommodations/>

A teal-colored speech bubble graphic with a white outline, pointing downwards. The text "General Tips for Everyone" is centered inside the bubble. The background features a pattern of concentric circles and dashed lines in light gray.

General Tips for Everyone

Delivery

- Accommodation Letters can come directly from the student or from access@cca.edu.
- Students have the right to choose how their accommodations are communicated.

Purpose

- The goal of academic accommodations is to provide disabled students with equal access to the learning objectives of the course
- Some accommodations may not apply if the barrier does not exist within the context of the course
 - For example, a barrier a student experiences may not exist in the context of this course.

Privacy

- Disability-related information should only be shared on a need-to-know basis within CCA.
 - For example, a studio manager may need to know about accommodations to ensure student safety in the studio environment.
- Discussions that could lead to bias against a student are inappropriate.
 - When in doubt, consult access@cca.edu to determine if a discussion with a specific individual is appropriate.

A teal-colored speech bubble graphic with a white outline, pointing downwards. The text "For Students" is centered inside the bubble.

For Students

Self Advocacy

- It's your responsibility to articulate your needs with CCA staff and faculty.
- Contact access@cca.edu for additional support.

Preparation

- Planning ahead with a list of talking points can make conversations smoother, especially if you're new to discussing accommodations at the college level.
- Contact access@cca.edu for additional support.
 - We are happy to help you prepare or join the conversation.

A teal speech bubble graphic with a white outline, containing the text 'Timely Communication'. The bubble has a tail pointing downwards and to the left.

Timely Communication

- Approach your instructors early to avoid last-minute stress
- Do not wait until exams or project deadlines.

A teal-colored speech bubble graphic with a white outline, pointing downwards. The text "For Faculty" is centered inside the bubble.

For Faculty

Boundaries

- Faculty should focus on understanding accommodations rather than asking students to disclose diagnoses or medical details.
 - If unsure about how an accommodation applies to your course, a supportive way to ask is:
 - **“Help me understand how this accommodation would help you in my course.”**
- Faculty should not request medical documentation, as this has already been reviewed by Disability Services.
- If faculty believe an accommodation compromises the course’s learning objectives, contact access@cca.edu promptly for support.

Expectations

- Should a student expect a delay for you to respond by email?
- Do you have office hours? Or should the student try to speak with you before/after class?
- Are you a direct person, what is your communication style like? Offering this context can prevent misunderstandings.

Responsibilities

- Accommodations must be implemented promptly and reasonably to ensure equal access to learning objectives.
- Some accommodations might align with your existing policies, while others may require more tailored approaches, such as scheduling check-ins with the student.
- If you have concerns, do not deny the accommodation outright. Contact access@cca.edu to discuss your concerns in detail.

Stay in Touch



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access@cca.edu